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United States Department of Agriculture
Bureau of Biological Survey
Washington, D. C.

DEC 7 1931

Department of Agriculture

December 15, 1931.

MEMORANDUM TO FIELD EMPLOYEES ON SUBMITTING ANNUAL PROPERTY RETURNS
AND ON PROPERTY ACCOUNTABILITY

As required by the property regulations, and in order to establish the accuracy of your property records by checking them with those in the Washington office, you are requested to prepare and submit your annual property returns for all nonexpendable and semi-expendable property on Form Bi-349, as of December 31, 1931. Separate returns should be submitted for nonexpendable and semiexpendable property.

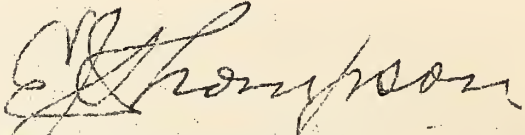
In the preparation of both nonexpendable and semiexpendable returns you should show in the first column headed "On Hand Last Report" the property shown in the last column, "Balance on Hand," of your finally approved property returns for the year ending December 31, 1930. These figures will be the basis from which to work in bringing your property lists up to date as of December 31, 1931.

In your return of nonexpendable property, you should include only such transactions in the nature of acquisitions by purchase or transfers and disposals by transfers to others or authorized dropping of property as have taken place during the calendar year 1931 and have been reported to the Washington office on the required forms in time to reach our property office before December 31, 1931. Where property is shown as dropped on Bi-192 such property should not be shown as dropped on the return unless approval for dropping it has been given on or prior to December 31, 1931. All items must be listed in alphabetical order.

On your semiexpendable property return you should report all acquisitions by purchase or transfer and all transfers to others of this class of property which have been made during the calendar year 1931 which are evidenced by your copies of Form Bi. 181 or 183. (The original of Form 181 accompanies all purchase vouchers containing items of semiexpendable property sent to the Washington office for payment, and a copy should be in your files for the purpose of assembling this information for the annual property return. You should likewise have in your semiexpendable property file copies of all transactions on form Bi. 183.) In accordance with paragraph 209 (third paragraph) of Property Regulations any semiexpendable property which has become worn out and unfit for further use or sale, or which has been lost, stolen, or damaged beyond repair or disposed of in any of the other ways enumerated under the paragraph, should be reported on the return in the "Transferred or dropped under authority" column, with a statement under "Remarks" of the disposition made of the property. If more room for explanation is required the back of form may be used. No other report is required on the disposition of semiexpendable property unless requested. All semiexpendable items must likewise be listed in alphabetical order.

Accompanying this memorandum is copy of a communication to Chiefs of Bureaus and Offices from the Director of Personnel and Business Administration of the Department in regard to Property Records and accountability, to which each field leader should give his careful attention. The object of these annual property returns is to establish the accuracy of our property records and to keep them up to date. In order for the field leader or other employee to make a correct report of property he must necessarily maintain an adequate system of recording acquisitions, transfers, and other transactions affecting the property charged to him, and it is understood that this is being done. It is equally important that the annual return of property be based upon an actual inventory of the property on hand on the last day of the calendar year and that a proper accounting of any shortage or excess revealed as a result of such checking be made. Unless this is done the Bureau cannot say that its property records are accurate and up to date. This office is ready at all times to render assistance to field offices in the maintenance of adequate records for property accounting, and if any office feels that its records are not adequate it should so advise this office, since it has not been possible to inspect all field offices in this respect. Each field leader or employee should understand his responsibility in this respect and ask for advice if such is needed.

Your property returns should be forwarded to reach this office not later than January 31, 1932.


Assistant in Operations.

Inclosure.